

I. INTRODUCTION

The Standards Section is responsible for the development, improvement, maintenance, preparation and distribution of standards for cotton and related products.

The incumbent assists in preliminary selection and processing of the cotton used in the preparation of cotton standards.

II. DUTIES AND RESPONSIBILITIES

- A. Prepares and places into a small carton samples of cotton from designated bales for a visual representation. Selects a proper face for the sample, must be able to detect and position the grain of the fibers in the right direction.
- B. Prepares samples for fan head boxes on incoming bales of cotton and informs supervisor on how the bale makes up and approximate volume to expect from the bale.
- C. Trains new employees in the art of preparing samples of cotton from designated bales for visual representation.
- D. Assembles small cartons of samples into proper grades by positions which represent growth area color.
- E. Adjusts color leaf and preparation, by the use of tweezers and shaper, of samples assembled into a grade standard to match or represent a replica of a physical grade standard referred to as "A Guide". Requires excellent finger/hand dexterity and visual judgment of amounts of color and trash.
- F. Affixes labels to cotton grade standard boxes and rolls of staple and calibration cotton standards.
- G. During the photographing of standards, checks photographs for quality and authenticity and then trims and mounts them inside lid of cotton grade boxes.

- H. Stamps number representing bale on sample cartons.
- I. Reconditions cotton grade standard boxes as required.
- J. Wraps and seals cotton standards in plastic for foreign shipments made by ship.
- K. As assigned by supervisor, performs other tasks such as running totals on reports and posting to records.

III. JOB CONTROLS

- A. Responsibility for the work of others: None
- B. Supervision and Guidance Received: Works under supervision of supervisory commodity grader, who provides specific instructions on new assignments and reviews finished work.